

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON KAISERSLAUTERN**  
**UNIT 23152**  
**APO AE 09227-3152**


AUG 14 2006

IMEU-KAI-EEO

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Garrison Policy Letter #25 – Equal Employment Opportunity Complaints Procedures**

1. Equal Employment Opportunity (EEO) Counseling is an essential part of the federal system for processing and resolving employee, former employee and applicant concerns. Before a formal EEO complaint can be filed, the complainant must first present the matter to an EEO Counselor for inquiry **within 45 calendar days** from the date of the matter, or if a personnel action **within 45 calendar days** of its effective date or the date the aggrieved person became aware of the discriminatory event or personnel action.
2. Individuals with EEO concerns should contact the U.S. Army Garrison EEO Officer. The EEO Officer may be reached at DSN: 489-7195 or 0631-536-7195, or stop by building 2925 on Pulaski Barracks. You will be referred to an EEO Counselor for pre-complaint counseling.
3. The Equal Employment Opportunity (EEO) Complaint Procedure should not be confused with the complaint procedures described in AR 600-20, Equal Opportunity (EO). Only an appropriated fund or non-appropriated fund civilian employee, former employee or applicant for employment may file an EEO complaint. Any member of the military community, Soldier, or civilian family member may file a complaint with their chain of command under AR 600-20.
4. In addition to placing this memorandum on an official bulletin board, it is suggested that all commanders and supervisors circulate this memorandum among your military subordinated and employees. If you do this, it is suggested that you create a record that your subordinates and employees reviewed the document.
5. A copy of this memorandum will be permanently displayed on official bulletin boards.

  
MICHELLE B. HALE  
LTC, OD  
Commanding

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